

Effective date: _____

TOUR OF DUTY FORM

Option 1

First Week				
Mon.	Tues.	Wed.	Thur.	Fri.
# of Hours Worked Each Day				
Hours: Start Time / End Time				

Approved_____

Second Week				
Mon.	Tues.	Wed.	Thur.	Fri.
# of Hours Worked Each Day				
Hours: Start Time / End Time				

Option 2

First Week				
Mon.	Tues.	Wed.	Thur.	Fri.
# of Hours Worked Each Day				
Hours: Start Time / End Time				

Approved_____

Second Week				
Mon.	Tues.	Wed.	Thur.	Fri.
# of Hours Worked Each Day				
Hours: Start Time / End Time				

Employee=s Name (print/type) _____ Date _____

Employee=s Signature _____ Date _____

Organization _____ Phone _____

Supervisor=s Approval _____ Date _____

INSTRUCTIONS FOR COMPLETING TOUR OF DUTY FORM

1. Enter your first tour of duty choice in option 1; your second choice in option 2.
2. If on regular schedule, indicate 8's in the blocks for the number of hours worked each day.
3. If part time, indicate the number of hours worked each day and put N=s in the blocks for the days not worked if any.
3. If on AWS schedule, designate each 9-hour workday by entering a 9" in each block for those days. There must be eight 9-hour days
4. Designate the 8-hour workday by entering an 8" in the block for that day. There will be only one 8-hour workday if you are on AWS.
5. Designate the AWS non-workday by entering an N@ in the block for that day. There will be only one non-workday in the 80 hour pay period (Mondays through Fridays).
6. Sign, date and give this form to your supervisor for approval.
7. Supervisors will:
 - select the appropriate option (check the approval box above the option);
 - discuss the selected option with the employee; and
 - forward the approved form to the timekeeper.

Sample of a completed option

First Week				
Mon.	Tues.	Wed.	Thur.	Fri.
# of Hours Worked Each Day				
9	9	9	9	0
Hours: Start Time / End Time				
8:30 - 6:00	8:30 - 6:00	8:30 - 6:00	8:30 - 6:00	

Second Week				
Mon.	Tues.	Wed.	Thur.	Fri.
# of Hours Worked Each Day				
9	9	9	9	8
Hours: Start Time / End Time				
8:30 - 6:00	8:30 - 6:00	8:30 - 6:00	8:30 - 6:00	8:30 - 5:00